

HE NATIONAL

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the PRESIDENT'S MESSAGE

Within a few short weeks Nancy and all of her cousins will be convening for the annual National Association of School Secretaries convention in Detroit. This meeting will open on Friday night, June 27 in the Student Center, Wayne University. The program committee has plans for much of interest every minute of the time through June 29. The institute will open on Monday, June 30 and continue through Thursday, July 3. Won't you plan to be in Detroit for the entire time?

During the convention a new group of officers will be installed to guide the activities of your National Association for the coming year. To them will come the honor, privilege and responsibility of serving the entire membership. Their many and varied achievements will be dependent upon your willingness to serve on committees, work on special assignments and to help meet the challenges of today for the building of a greater and stronger professional organization. It is satisfying and gratifying to pass the many challenges on to an able group.

It is only human to be grateful for the great honor of serving as your president. But more than that, I appreciate the wonderful cooperation given to me by everyone upon whom I have called for assistance. Besides maintaining your own heavy schedule of work on the job you have been magnificent when asked to serve your association and never once was there a cry, "I am too busy to do that job". It all goes to prove that its always the busy person who gets things accomplished.

To the National Education Association, State Departments of Education, County Superintendents of Schools, State and Local School Secretaries associations I send a very special thanks for giving so generously of your time and energies toward the promotion of our work.

To the past and present officers of the National Association, to the committee members and to the entire membership I extend my sincere thanks for your wholehearted support every step of the way.

Past presidents may "fade away", but the wonderful experience of the past four years will never fade from my memory. I am most humbly reminded that if I spend some time each day for the rest of my life, doing something for the National Association of School Secretaries, I could never repay the organization for all that it has done for me. THANKS FOR THE BEAUTIFUL MEMORY!

Edna Atkinson.



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THE EDITORS' PAGE

This has been the most active and most productive year of our tenure in spite of more hazards and difficulties than in other years. Postage rates increased, floods and snows delayed the mail and some of our committee chairmen were too busy to make reports. But, the faithful have sustained us and the business of advancing our professional recognition has developed in every corner of the country.

One of the pleasant chores of this responsible assignment is reading the news letters, bulletins, reports and announcements from the local and state The originality and enassociations. thusiasm shown by the sponsors and assistant committee workers of the different groups were delightful and inspiring, and certainly convincing as to the serious intent of the entire membership. The subject matter discussed and studied at the local meetings is indicative of the candid sincerity with which each group reflects our professional integrity in the educational field. With a common purpose, the membership of the National Association has developed criteria for evaluating school secretary's status in the American public schools. The in-service-programs are equally important and a permanent contribution to administrative improve-ment in these schools.

The guest speakers and participants at the various state meetings have shown their respect and appreciation for secretaries by the professional subject matter presented. There has been no indication of "talking down" to their listeners, but a spirit of partnership seems to pervade each conference where administrators, professors and secretaries meet to study improvement in services, attitudes and qualifications.

One of the more pleasant observations has been the ingenious ways in which different localities intersperse their serious activities with just plain fun for relaxation. No two states have the same themes or slogans when planning the entertainment that enlivens a professional meeting. We hear about Wider Horizons and Heap Much Opportunity,

all in one month. We receive reports on the activities of Julie Jersey and Minnie Ha-Ha and the other cousins, who keep up their social contacts with jubilant spirits which, according to our author Breckenridge, in this issue, is a good way to prevent premature old age and nervous exhaustion. It is all very revealing, and another reason to be glad that we have organization and competent leadership for the unification of our dreams and goals.

The different state educational journals are aiding our publicity programs, and this too indicates that our efforts to be recognized as a part of the educational team are not passing without notice. It is the united endeavors of so many people that has brought about a steady improvement in the status of the nonteaching personnel in our schools.

Our extensive editorial correspondence was a constant reminder of the benign blessing of having all of this great country under one standard monetary and postal system. Just imagine what we would have to undergo if we had to compute a different rate for the mailings to different states as correspondents do in Europe! We couldn't do this work and earn a living too. For this, and other advantages of doing business in America, we give our daily thanks.

As we come to the close of this successful and bountiful year we extend our sincere appreciation to the secretaries who forfeit a portion of their personal time to help assemble this bulletin, address it to the members and get it to the post office. The rest is up to Uncle Sam and if his representative who delivers your contributions to this editor is a fair example of the good ole' uncle's intentions, then he too is one of our sympathetic and helpful co-workers.

Get your affairs in order now so that we may see you at the National convention. Good luck and best wishes for more and better professional teamwork in your community during the 1952-53 school year.

Sincerely,

Dorothy and Mary

ABOUT OUR AUTHORS

Mrs. Elizabeth Breckenridge is still under forty but making a career of helping the aged find peace, comfort and self reliance. More than that, she is giving a great deal of thought to plans for the younger generation that will avoid the frustrations and heart breaks of dependency in the "winter years of life".

Although pension systems are provided for most professional workers, everyone knows that the usual pension does not mean independence. Where compulsory retirement at a certain age is accepted as inevitable, there must be some anticipation for the welfare of the years after retirement unless one has plenty of savings to cushion the jolt. It is some comfort to note that intelligent people are looking forward to these conditions and not devoting all of their energies to caring for the unfortunate without funds or "folks" to carry them through.

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Betty Breckenridge is a native Chicagoan and a graduate of Northwestern University, Evanston, Illinois. Her record of service to humanity is already long even though she is still so young. She was director of The Community Project for The Aged with the Welfare Council of Chicago. Then she went to the University of Chicago and became Director of The Survey of Employment Programs For Older Workers in American Business and Industry. This title and this survey has brought to her enviable experience and knowledge of the problems all of us see and regret. But it has also given her courage and ideas that will make the future seem brighter to all middle aged people who view the future through smoked glasses.

In her new role as executive secretary of the Illinois Committee on Aging she is tremendously busy with plans to educate workers to plan for their own futures as well as to provide assistance to those who have arrived at advanced maturity without independence. She has a wealth of experience and a cheerful outlook to aid her in the guidance of this program.

Although her studies and her activities have been very time consuming, Betty Breckenridge has also found time to write a great deal on this subject of employment for older workers. She was co-author of Community Services for Older People: The Chicago Plan, and has just completed her latest manu-

script, Effective Use of Older Workers, to be released very shortly; both published by Wilcox and Follett of Chicago.

We are very happy and very grateful that she found time in her busy schedule to prepare for us the very interesting article, Aging—Triumph or Tragedy?

Miss Marion A. McKinney, a product of training in Home Economics at the University of Wisconsin at Madison, Wisconsin, and the University of Chicago, has earned her living in five different channels since completing her education. She first started out teaching home economics, and incidentally had the first boy's class of Foods in one of the suburban Chicago towns. Three top commercial Home Economics positions followed, averaging three years each. These were all of sales promotional nature, having the basic thought of serving the consumer.

Over a dozen years ago she organized the Women's Travel Department for the Union Pacific Railroad in Chicago and has been helping the public spend their transportation dollar to advantage ever since. Using her own words she tells me she "tries to send the right person to the right place at the proper time of the year with the correct wardrobe".

Miss McKinney is a natural born traveler—loves it, talks it, and inspires others to investigate far away places. She has talked before thousands of women in club groups and in private consultations, making suggestions for their traveling—comfortably, economically, and profitably. She claims "there is no better investment for our well being than the dollar spent in leisurely, well planned travel".

It was her good fortune to be invited to take a trip around the world with an aunt and uncle before she made up her mind just what she wanted to do with her future. The trip required two years which included living in China; London and Paris.

Miss McKinney considers the experience of those years the best part of her education, as her aunt and uncle proved to her the importance of planning each day to advantage so all the important things were included. She learned to meet people and she learned to judge people for true values, and feels she has a better understanding of all nationalities because of a willingness to have an open mind regarding different customs in foreign lands.

She claims an experience she had as a youthful shopper was invaluable to her in learning to be discriminate as to quality of fabric, etc., not accepting substitutes and learning to follow through with a plan. This was acquired when her mother, who was an ardent needle woman, was unable to shop for herself but sent daughter Marion to the stores to do the purchasing. Miss Mc-Kinney never attends bargain sales or basement "sell outs" as she has learned that the acquisition of precious things is a real investment and "haste makes waste". She applies the same theory of investment in choosing her own wardrobe, in fact she wears just what Carrie Career wears, and in that way practices what she preaches.

So, it was her love of travel that focused all of these talents into one and she became Director of the Women's Travel Department of the Union Pacific Railroad. In this capacity she helps plan vacations in the grand manner or on a shoestring, for "in season" or "off season," for individuals, groups, and

honeymooners.

answers such questions as, "Where and how far can I go in two weeks?" and "Where can I go for a winter vacation?" and "Where can I go after the rush season is over and hotel

rates are down?" By special request of puzzled and often frustrated travelers she will devote quite a bit of her counsel to the problems of a wardrobe for travel. What to choose, and how to pack it is subject matter Miss McKinney says she learned the hard way and she is very happy to help other women avoid the troublesome mistakes so often encountered.

Being a career woman has never dimmed her home-making instincts as Marion McKinney loves to entertain. suitable background reflecting her education, her travels and her talents, she has a lovely pent-house apartment, overlooking Lake Michigan, furnished with Chinese works of art in furniture, rugs, draperies and porcelains. collects white jade and has several displays of delicate pieces that illustrate her appreciation of fine craftsmanship.

Carrie Career is copyrighted and has become a real personality. She has her own suitcase properly tagged and receives a great deal of fan-mail. Her scrapbook is bulging with Christmas cards, valentines, letters regarding wardrobe problems, and also wee items given We are deto her for her wardrobe. lighted to present this informative discourse to the school secretaries who soon will be "going places".

"Now that spring is here . . .

It's nearly the end of another school year, and soon it will be "no more pencils, no more books" for a whole summer!

We at Ginn and Company would like to thank the school secretaries for another year of pleasant association with you. We are looking forward to seeing you again when school starts in the fall, and in the meantime . . .

"A happy vacation to you all!"

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AGING-TRIUMPH OR TRAGEDY?

Mrs. Elizabeth L. Breckenridge Executive Secretary Illinois Committee on Aging

Every woman feels sorry for herself once in a while. One winter evening a few months ago, I did. My day at the office had been a full-fledged nightmare and I was face to face with that hideous proposition of going from work to an important engagement when all I wanted to was to crawl home and go to bed. But as I trudged along in the gloom, wondering if the effort was worth it, I saw coming towards me a bedraggled old woman. She was shabby and slumped over as if she were built on the bias. Watching her approach, a wave of emotion swept over me as I considered that my work was the im-provement of the situation of older people. I confess my depression vanished, succeeded by the feeling that I was a minor combination of Joan of Arc and Jane Addams. How short lived are delusions of grandeur! As we came together, the little old woman looked me full in the face; a strange expression crossed her sallow features; she shook her head sadly, and in a sympathetic tone of voice said, "Poor thing." I came down to earth with a thud!

The point of this incident is that aging and its outward manifestations are largely psychological in nature. It is important to remind ourselves frequently of this basic truth—especially since so much of our modern advertising, movies, radio, and popular literature imply that aging is primarily physical and that all is lost once the natural effects of our passage through time begin to appear.

What do we mean by aging? And why is this subject of increasing significance in our country?

Replying to the last question first, we must recognize that there has been a tremendous increase in our chances of reaching the later years of life since the turn of the century. Because of the remarkable progress of medicine and public health, eight per cent of our population is 65 or over as contrasted with four per cent in 1900. This trend is expected to continue. More of us are going to live longer than we ever anticipated. Already centenarians are not much of a novelty.

The implications of this change in our life patterns in this country are far reaching, for the individual, for the community, for business and for government. How will we finance these many older people? How active can they be? What will they mean in terms of family living? Will they be sickly or vigorous? Will they form themselves into political pressure groups? What about our retirement policies? These are some of the questions plaguing serious students of the subject today.

Now obviously, a long life is not of itself inevitably an unhappy one. All of us know men and women who progress happily from birthday to birthday, clearly leading satisfying and stimulating lives. They are busy and interested in a multitude of subjects. There is a sparkle in their eyes.

We look forward to a visit with people like these, and it is a shock to recall that they are 78 or 89 or more.

At the same time, all of us know their opposites, those we dread to see because they remind us forcibly that they are old and ailing and unhappy. If they happen to be members of our own families, they are likely to make us feel guilty. We remember that we ought to do more for them; we feel instinctively that we have committed some vague sin of omission. We are ashamed of ourselves because we are so glad to get away from them.

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Why is aging a triumph for one group and a tragedy for the other? Can the study of their differences give us any clues as to the best way to face our own futures? Out of my own experiences in this field of gerontology in recent years, I am inclined to say it can.

What is aging anyway? Why is Ruth so much older than Jane when they were both born in the same year and apparently have shared equally in the good and bad things life brings with it?

Actually the specific reason why we become old as we move through time remains a mystery, despite all the research that has been lavished on this subject for centuries. Our first thoughts of aging are usually in terms of the number of years a person has lived. Then we think of aging as a kind of weathering process, during which the body feels the effects of time in a variety of ways. Scholars frequently



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consider aging as a development process, from infancy to adolescence to adult maturity and finally to the declines of old age.

In recent years, however, psychiatry and psychology have given us a new and more hopeful perspective on aging. Old age, according to some of the practitioners in these fields, begins when we lose hope in the things which are really important to us. Perhaps this is the difference between Ruth and Jane. But more is involved than this. Sociologists have been tackling this subject, too, analyzing the adjustment of dif-ferent people at different age levels. All of this research emphasizes that, no matter how long we live, we are still human beings and that, as human beings, we continue to have certain basic needs that must be satisfied if we are to lead satisfying lives. Whether we are nine or ninety, we need to love and be loved; we need to feel we belong somewhere and have status; we need to feel useful; we need to believe in something. Over and over again, we find that these needs are met in happy older people and unmet in the unhappy ones.

If you and I have a good chance of reaching the century mark, it seems highly desirable to give some thought as to ways and means of avoiding the difficulties long life can bring. Reviews of dependent older people show their major problems involve income, health, living arrangements, personal adjustment and activities.

It is significant that the problems of old age—when they occur—are not isolated ones. Instead they are interrelated and interacting. For example, loss of health may necessitate new housing arrangements with more personal services included. Health problems may lead to unemployment and depletion of financial resources. Lowered incomes many times force older people into cheaper housing which in turn may aggravate physical or emotional disabilities. Planning early in life is required to guard against our introduction to similar constellations of problems.

How can our planning begin? Three areas require consideration: economic security, physical health, and our emotional and mental health.

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Not many of us these days are too comfortable about our future finances, particularly if we are thinking about 20 or 30 years after retirement from our regular jobs. Of course budget forecasts are advisable as well as a plan for savings, but too many older people in recent years have found that changes in the cost of living, have nullified the best preparations of this kind. I am convinced, personally, that the best insurance for the future is the possession of a second occupation which will yield enough to live on. So our first big question is: how else can I earn a living if I can no longer carry on my present occupation? We must take inventory of our skills and the demand for services in our community. Then, using our imagination and doing away with foolish pride as to what's dignified or "My kind of job", the intelligent woman will go about achieving mastery of her second job-the job she may never take, but the one that will provide a sense of security badly needed in the uncertain future.

Next, what about our health? After studying the lives of hundreds of older people, I cannot emphasize strongly enough the value of having a permanent general practitioner and insisting on a thorough annual physical examination. Too often we only pay lip service to this idea. While specialists are needed on occasion, the great value of a continuing relationship with a general practitioner is that, over the years, he can build up a well-rounded picture of your total physical condition, your reactions, your total personality, and your social and economic situation. All these factors are tremendously important in their bearing on our health and medical care as we move into the later years of life.

Another consideration that is often overlooked is the nutritional aspect of our lives. As we age, our absorption rates slow down, so that, even if we eat the most balanced of meals, dietary supplements may be required. We are

all different, so here again, we should turn to our doctor for competent guidance. Few people realize that much of the so-called senility in old age, with its attendant confusion and loss of memory and emotional disturbance, can be attributed to malnutrition resulting from poor absorption.

Finally, what can we do about our mental health—our emotional tone—for the future? Whether we are 20, 40, 60 or 80, we must remember that old dogs can learn new tricks. Even the psychologists will back us up on this statement.

To insure our future happiness, it is essential that we keep ourselves flexible in our attitude, curious about life, reaching out for new friends and new experiences. Even if today we have more than our share of friends and activities. we cannot relax in the belief that they will last forever. Ask yourself if you have made a new friend in the last six months. Have you done anything for the first time? Or has your life jelled into a pattern made up of one group on Mondays, the beauty-parlor on Tuesdays, etc. If it has, watch out. Sign up for a class in a subject you know nothing Volunteer for a civic activity. Call up that person you met two months ago who was interesting but for whom you've simply not had time. Be a little foolish once in a while; nothing is more conducive to old age than always acting the way we think others expect us to act.

Here in America we have always tended to over-value youth and to regard our progress through the years as a process of decline and deterioration. Scientific research, however, as well as the evidence of our own eyes, offers overwhelming contradictions to this idea. We are beginning to realize that aging can be an exciting and satisfying experience. A new and more positive concept of maturity is at hand if we will but make use of the new knowledge now available to us.

CARRIE CAREER CHOOSES A TRAVEL WARDROBE

Miss Marion A. McKinney Director, Women's Travel Department Union Pacific Railroad Chicago, Illinois

As a Travel Consultant for the Union Pacific Railroad, it became increasingly evident to me that many vacations were ruined because the travel wardrobe was inadequate and inappropriate. While escorting groups of travelers it was very noticeable that many women had too much luggage but not necessarily appropriate clothes for the occasion.

Much meditation on this problem led me to create Carrie Career, a twentyinch mannequin, as a visual aid to you will find that your travel clothes are your regular clothes, because they are becoming and right for you, whereever you may go. When the vacation is over or you have returned to your regular duties after attending one of the secretarial institutes, you will still have a wardrobe suited to your own needs.

The ultimate in travel knowledge is learning how to achieve a champagne vacation on a soda-pop budget. It can be done—but you have to plan. Begin



Marion McKinney shows Carrie Career and her five piece spring travel wardrobe. Carrie Career has a wardrobe for each of the four seasons, all appropriate for travel.

prospective travelers. She has become a real personality, with her own suitcase and a growing list of real friends. She accompanies me on my "travel talks" and demonstrates that it is possible to travel with four changes of clothing in one suitcase and still be correctly dressed at all times.

She has a wardrobe for each season which is a part of the entire annual wardrobe. If you will follow her scheme

your vacation in an armchair. List what you have, what you need, items that should be shortened, lengthened or cleaned. It isn't necessary to buy a new wardrobe each year, When you do make a purchase, choose it for three years wear—especially coats and suits.

Now, Nancy National and all of her cousins are planning to attend at least one of the regional workshops and perhaps the national convention too. Some

of you will share a car and expenses with other co-workers. Some will travel on the train—but whatever your mode of travel you will want as little luggage as possible because excess baggage can be a nuisance and very expensive. Yet you must have adequate protection against weather changes and appropriate costumes for all occasions. Now, let us be more specific.

First of all, choose a suitcase according to your clothing length—dresses to be folded just once—in the middle. My own twenty-eight inch suitcase has proved adequate for the wardrobe illustrated by Carrie Career, and serves me well whether on a four day or a four week excursion.

The first step on planning a wardrobe is to select the most becoming dark color as your basic color scheme, then ensembling all other costumes to this key color. You no doubt will select one of the following-black, brown, navy blue, gray, dark wine or green. of course, is determined by your color-ing of hair, eyes and skin. When select-ing garments watch that you purchase the most becoming lines for neck, sleeve, length, and dress length. These again are determined by one's own figure. The market is full of wonderful packable fabrics which will eliminate the need of the travel iron. Nylon and other similar synthetics are ideal travel materials. The accompanying picture shows the four costumes that Carrie Career has worn during the spring for the past three seasons. You will notice that they are all classics which means they are timeless in design. Too much emphasis cannot be made on the need for selecting appropriate clothes for your own type of living.

Carrie Career displays a full length, navy wool coat for her spring ensemble. Soft, feminine styling is most suitable for the fashion conscious career woman.

Begin with a suit of durable woolen material. It may be a very fine check, or stripe or a solid color but it must be styled to add charm to your entire ensemble. Carrie Career has a set of white faille snap-on collar and cuffs for her suit which gives her an opportunity to dress up for late day events without changing her costume. She also has extra sets of buttons with shanks, like cuff links, of smoked pearl or rhinestone, so that the entire suit can be changed from a travel costume to a theatre or dinner costume by changing these accessories. A plain color, in harmony with your coat is therefore the most versatile choice for your travel suit. Good taste distinguishes between "a little glitter" and something gawdy!

With the suit Carrie Career has three blouse changes—one a dark blouse, one light (preferably nylon) and the third a jersey or sweater type for extra warmth when needed. These may be matching or contrasting in color but they must be in harmony and must be a color that does the most for your individual coloring. If you choose carefully these three blouses should provide all of the changes you can possibly need. If they are of nylon you can always be fresh and tidy and ready for the next day.

Hats are a problem to carry so the choice of Carrie Career has been reduced to two; a snappy little straw for spring and summer that looks well with either (and both) the coat and the suit; a soft packable felt for cloudy days and to wear on into the fall season. Hats too can change their moods with different veils and trimmings. These "necessaries" take very little room in your suitcase and do create different atmospheres of composed dignity or light hearted gaiety.

The third item illustrated by this little mannequin is her pure silk print dress. Since her coat is navy blue this dress was chosen in a blue and green print, and it is made with a full skirt of unpressed pleats, bracelet length sleeves (best for street wear) and a becoming wide shawl type collar. It is good for train wear or as an informal party dress. It defies wrinkles, dust cannot comfortable and well behaved in warm cling to its smooth surface, and it is weather. It may be the most practical article in your wardrobe since it is so versatile and appropriate for so many occasions. Again, the style you choose must be right for you and in these days of variations you can achieve individual distinction by the way you wear your "best dress". Remember the people you see today will not know what you will wear tomorrow-when you travel.

In planning a long range wardrobe it is always wise to avoid large patterns, splashy designs and loud colors that will be too conspicuous. You will tire of them yourself and your friends will remember that you wore it "two years ago" and you will not enjoy the long service that a more conservative print, completely in harmony with your personality, will give you. Your "necessaries" should also compliment your costume and not detract from it. One dress can be made to look like two or three changes by changing "necessaries".

For those evening excursions and sight-seeing trips, or the cool days that may occur during your conventions or days on the campus, Carrie Career

recommends a good wool jersey dress, semi-tailored in style and again in a color complimenting your coat. Your accessories may be a silk scarf in a contrasting color, or leather or simply an heirloom chain and pendant. My little traveling companion displays this item in kelly green with wide double cuffs, a straight skirt that allows room enough to sit comfortably without stretching the seams, and a fitted top with a wide collar that gives the illusion of a brief spencer jacket. Either of her hats looks well with this costume—with proper gloves and a bag you have a complete and stunning costume—serviceable and practical.

If you really need an "after-five" formal costume, please note the navy blue, sheer nylon included in Carrie Career's travel wardrobe. This is a street length full skirt, with a white top, a velvet belt and a separate jacket. It can be formal, semi-formal, dressed-up or simple, as you choose. Various tops, changes of underskirts and accessories, will give you a variety of costumes suitable for many functions, without crowding your suitcase. A real mandarin coat that folds flat will serve many purposes such as a pullman robe or

Now, I have given you Carrie Career's basic wardrobe; four costumes of unlimited use and varied service. These can be your ready-to-pack items or the

backbone of your stay-at-home city

an evening wrap.

Carrie Career always travels with 3 pairs of shoes plus Pullman slippers. You will profit by her example because your feet must be well dressed as well as comfortable or you will spoil your whole trip. Two pairs for day-time and walking should give you a change which will be restful and also keep you well groomed. One pair should be dressy but not too fancy. You should have a pair of pullman slippers or mules for the train and for relaxing after your

day's activities. Wearing one pair means packing two, plus pullman slippers,

A word about resort wear. Slacks are unpopular east of the Mississippi but worn in varying numbers the farther west you go. A light weight sweater to wear with your suit skirt or a contrasting skirt and jacket is a must when you travel near the ocean or in the mountains. Sweaters are available in such gossamer materials they add very little weight.

I should like to add one bit of advice from an experienced traveler. Don't bring home items that will go into the "white elephant sale" next year. If you leave home with an orderly, well packed suitcase, try to arrive home in the same condition. Choose one souvenir! Select an article that you will use and enjoy in your everyday life—a piece of silver purchased in a famous store, or a pieture, or a precious little bit of the locality which you have visited. If it is not useful you won't enjoy it after the novelty has faded, so why spend money for it?

An experienced traveler can be distinguished in a crowded railway station. There are no packages, bags or bundles to detract from the well groomed look of the career woman who is "going places". Even such a useful article as an umbrella is folded away into an inconspicuous place. The handbag should be tailored, roomy and in harmony with the entire costume. Gloves should be on the hands or inside the bag, not dangling from a pocket to ruin the profile of the costume.

Manners and etiquette for travelers is another subject, but I should like to emphasize that too much baggage is needless, giving you unnecessary worry and expense. Plan your trip and your wardrobe as one project so that you may forget yourself and enjoy others. All aboard!

1952 ANNUAL CONVENTION

Another year has rolled around. In September the distance to June seemed endless and difficult, but the months have ticked away like seconds on the clock. Committees have been at work, plans are completed and the institutes in the various localities are all set up, waiting for you. This is your opportunity to gain an extra credit, learn how other people handle your troubles and meet many nice people who will become real friends.

If you were one of those fortunate secretaries who traveled to the Berkeley campus last summer you know what happens when an institute follows the annual convention. If you could not attend that session you must make immediate plans to be present when the convention opens at Wayne University in Detroit, Michigan, on June 28. There will be so much of value in every activity that you will return to your job

with a new lease on life—renewed mentally and physically.

The official time for registration will be 8:30 a.m. on Saturday, June 28, at Student Center, 5050 Cass Avenue, Detroit 2, Michigan. The co-chairmen who have industriously made all of the arrangements are Marion Hatch, Wilbur Wright High School; and Eleanora Stoneman of Northern High School, both in Detroit

For delegates who arrive on Friday there will be a "Get Acquainted Party" and open house in the Tea Lounge at Student Center that evening. If you can arrange to arrive in time for this it will be worth the extra push because you will have an opportunity to meet informally all of the people you will see in official capacities when the serious work begins.

The first general session will open at 10:00 a. m. Saturday, in the Mart Room. Dr. David D. Henry, President of Wayne University and Mr. Albert Dondineau, Superintendent of Detroit Public Schools, will be the first speakers. You will want to be on time so as not to miss the words and thoughts of these two prominent educators. Ruth Pake, president of the Michigan Association of School Secretaries, and Catherine Daly, president of the Detroit Association will extend official greetings to the delegates and guests. The lecture for this session will be delivered by Mr. A. Douglas Jamieson, President of the Detroit Board of Education, on the subject Professional Growth. From this program you can see how the top men in the area are cooperating with the secretaries to make this convention instructional and timely.

In the afternoon the group will be divided, with Ora S. Dolsen conducting the Advisory Council Meeting in room 306; and two forum discussion groups meeting at two o'clock. In the Gold Room the topics to be considered under the subject, ARE YOU A BARGAIN? will include, (1) Green Pastures, (2) Dead End, (3) Yes, My Darling Daughter, (4) All's Well That Ends Well. The other forum in Parlor A, will discuss DETOURS ON YOUR JOB, under the subtitles, (1) Idiot's Delight, (2) Of Mice and Men, (3) Stage Door, and (4) You Can't Take It With You.

This sounds like very original material for discussion groups and will surely make all delegates wish they did not have to choose between the meeting in the Gold Room and the one in Parlor A.

An informal dinner, annual convention event, will be held in the University dining hall at 6:30 p.m. on Saturday. The Wayne University Chorus will present a musical program and Nancy National and her cousins will be introduced to the assembly. The speaker at this event will be Dr. Eugene Youngert, superintendent of Oak Park, River Forest High School, Oak Park, Illinois. His subject will be, "Moral and Spiritual Values in a Democracy"; material for thought and meditation on the part of each of us in these days of controversy and change.

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On Sunday morning the third general session will convene at 9:30 a.m. for the important Annual Business Meeting and the installation of new officers for 1952-53.

This is a big convention year, all over the country. The political conventions will shape the future for our country; the industrial and scientific conventions will show us what we may be wearing, eating, hearing and seeing in the not too distant future. And our convention is just as important to us as the larger meetings are to their delegates. A convention is a meeting for the exchange of ideas and information. There is a gold edged guarantee that everyone in attendance at our meeting will be well rewarded.

One of the benefits of travel is the knowledge gleaned by first hand observance of communities that differ from our own. Detroit is a famous city and one of the most important industrial centers. The committee on arrangements has provided for tours that will make many famous names become a part of our real living experience. There will be a dinner at the famous Dearborn Inn which is a part of the Greenfield Village inspired by Thomas A. Edison and built by Henry Ford as an educational project. Many school children have visited this reproduction of an early American village, made up of actual buildings moved from their original sites, showing how craftsmen plied their trades at the beginning of our industrial era before the Civil War. There is nothing comparable in the field of Americana and a visit here will more than justify the small cost of the tour if you are interested in the history of our country and the times and customs of our grandparents. It is alive and functioning and not a mere museum of the past.

During the last war we heard a great deal about Willow Run and you will get a real thrill out of seeing it as an international airport today. Eastern Airlines offers a complete guided tour through the grounds and an air tour in a giant plane so that you may see the famous city of Detroit in its relationship to Canada and the great lakes, Erie and Huron.

If you are a baseball fan you may see a night ball game between the Detroit Tigers and the Chicago White Sox after the institute on Monday. (Your reservation must be made ahead of time.) If you like boat rides you will enjoy a Bob-Lo trip on the Detroit River on Wednesday and get to know more about the great industries that have made this a world famous center of activity.

Those who do not enjoy boating will find a serene corner of the world at the famous Shrine of the Little Flower and Cranbrook Institute. This excursion offers a real privilege in personal experience and then there will be a dinner at Devon Gables, noted for its lovely gardens and fine food.

Whatever your tastes, the great diversity of sightseeing in and around Detroit will give you something extremely worth-while for your Memory Book. In case you are a camera fan too your opportunities for new subjects and scenes will be manifold. Send in your reservation without delay. Reservations must be in by June 20. For further information write to Miss Jane Armstrong, Barbour Intermediate School, 4209 Seneca, Detroit 14, Michigan.

"DON'T FORGET, WE HAVE A DATE! MEET ME AT THE CAMPUS GATE."

NANCY NATIONAL is busy clearing her desk of all those end of school details so that she can pack her bag and make her get-away—to the 1952 summer Institutes and Workshops. One of the corner stones in the building of any professional group—the proper education and preparation of the individuals composing the group—is being laid in these annual summer institutes and workshops, planned specifically for and by educational secretaries.

NANCY would like to hand an individual orchid to every educational secretary who has served on committees, who has helped with group discussions, who has helped record and edit proceedings-and "steered" in many ways the destinies of the secretaries attending institutes and workshops. But a far more effective orchid of recognition has been handed all those persons by Mr. Charles S. Weber. Chief of Training of the Civil Service Commission of the State of Michigan. He has written in a letter to the Deputy Superintendent in the Department of Public Instruction, in Lansing, Michigan:

"Ordinarily we are reluctant to give in-service training credit for work done on an informal basis outside the state of Michigan. Such training programs pose an entirely different set of problems and in the main we prefer to avoid having to deal with them.

"But I do feel we can safely make an exception for the workshops held by the National Association of School Secretaries. We note, too, that attendance at these workshops has usually had the official sanction of your department and that the workshop programs are well organized and appropriate."

Six hundred educational secretaries attended the eight institutes held in the summer of 1951—and from the reports given in the October issue of the NATIONAL SECRETARY we know how stimulating, information-giving, inspiring, and fun-producing those eight sessions were. Let's set a goal of a thousand "Instituters" for the five sessions being held in 1952!

NANCY NATIONAL is again helping co-sponsor three of the Institutes being held this summer—and, as always, the state and local associations in the areas represented are also co-sponsors and have done a magnificent job on the planning of all phases of the program and social activities. You can't make a mistake in choosing any one of the Institutes to attend.

June 30-July 3, Detroit, Michigan

(Following the Annual Convention of the National Association of School Secretaries, June 27—June 29.)

Wayne University promises more satisfaction, progress, enjoyment for you who attend the Institute for Educational Secretaries being co-sponsored by the National Association of School Secretaries, the Michigan Association of School Secretaries, and the Detroit Association of School Secretaries. One hour of college credit from the College of Education at Wayne University may be earned through attendance at all sessions. The tuition fee is \$15.00. Following is the class schedule for the full four days you can spend at Wayne:

Period	Monday	Tuesday	Wednesday	Thursday
9 A.M.	Welcome—W. E. Stir Response—Edna Atki Goals—Martha Luck	inson all stud	Relations"—All lents. H. A. Lyon, T. Raney, W. A	four days required Dr. John R. Dorsey Durbin.
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	"When Mama C	complains"—Dr.	Mildred Peters	-Otis Crosby
	"When Teachers	are a Problem'	'-Russell Isbiste	r
10 A.M.	(b) "Making Your V (c) "Don't Be Dumb	Work Easier and	Better"—Dr. Ja	mes R. Taylor
	(d) "When You Wri			nry
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Center or at hotels adjacent to the Wayne University campus. (For any additional information or for an Insti-

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For your convenience, we have prepared a form which may be used for Affiliation. Please fill out this form and mail it to Mrs. Ora S. Dolsen, 467 W. Hancock, Detroit 1, Michigan.

APPLICATION FOR AFFILIATION

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July 14-18, Minneapolis, Minnesota

The University of Minnesota through the facilities of its College of Education and School of Business Administration will conduct at the Center for Continuation Study an institute for educational secretaries from July 14 through 18. The institute is being held with the cooperation of the Minnesota chapter of the National Association of School Secretaries, and the National Association of School Secretaries. The purpose of the institute is to provide an opportunity for the discussion of mutual problems and to point up techniques for improving office procedures and practices. Two extension credits will be granted to those registrants who complete the course. The total tuition fee is \$10.00. dormitory and other facilities of the Center for Continuation Study are available to those who register for the institute. Following is the class schedule:



What do you know about . . . THE NESBITT SYNCRETIZER

Some day you may be asked that ques-You may have heard that it is the unit tion. You may have heard that it is the unit ventilator that sets a new standard of class-room comfort. But, can you tell why? hew? . . with what exclusive advantages? Do you know Nesbitt's great contribution to schoolroom health and comfort? Learn all about "Syncretized Air"—It's an interesting American education. facet Send for Publication 261 (free, of course).

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Friday	General Session Can Democracy Survive?	Office Lay-out & Work Organiza-	Filing Pro- cedures. Personality Relationships.		Organizing & Writing Reports. Professional Association.	mentary Pro- cedure). Public Speaking. Writing Funda- mentals.	Secretarial Accounting. Everyday Economics Public Speaking. Writing Fundamentals.
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Thursday	General Session Working with People	Office Lay-out & Work Organiza-	Filing Pro- cedures. Personality Relationships.		Organizing & Writing Reports. Professional Association.	mentary Pro- cedure). Public Speaking. Writing Funda- mentals.	Secretarial Accounting. Everyday Economics Public Speaking. Writing Fundamentals.
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Wednesday	General Session Working with People	1. Office Lay-out & Work Organiza-	2. Filling Procedures. 3. Personality Relationships.		Field Trips Visiting afternoon		Group visits to local schools, offices, and office equipment houses.
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Monday	General Session Trends in Education	Office Lay-out & Work Organiza-	Filing Pro- cedures. Personality Relationships.		Organizing & Writing Reports. Professional Association. Leadership.	mentary Pro- cedure). Public Speaking. Writing Funda- mentals.	Secretarial Accounting. Everyday Economics Public Speaking. Writing Fundamentals.
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Period (1)	9:00-	(2) 10:30- 12:00	(Choose one of the three to at- tend all five days.)	Noon	(3) 1:30- 2:45 (Choose one of the four to at- tend all four	uays.)	(4) 2:45- 4:00 4:00 the four to at- tend all four days.)

(For additional information or for an Institute brochure, write Miss Lorraine Hagglund, 2235 N. E. Ulysses, Minneapolis, Minnesota.)

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July 14-18, Dallas, Texas

Southern Methodist University, cooperating with the Texas Educational Secretaries Association and the National Association of School Secretaries will conduct the second Institute for Educational Secretaries on its campus July 14-18 inclusive. Those persons wishing to earn the one hour of business education credit it is possible to earn will pay \$14.00 tuition-and if there are any who do not wish credit, they will pay a tuition fee of \$12.50 to attend the Institute. This Institute will provide an intensive professional training course which will enable the secretary-clerkreceptionist, who is a combination of teacher, administrator, and public rela-tions officer, to perform her duties more efficiently. There will be daily sessions for the following groups: secretaries from elementary schools, secretaries from junior-senior high schools, secretaries from administration offices, and secretaries from county superintendent's offices. Dormitory facilities are available on the campus. Following is the class schedule:

DAILY SCHEDULE

Monday-July 14

- 9:00
 - General Session—"Texas" Presiding Address: "Working With People," Vice-President Willis M. Tate
- "Voice: Asset or Liability," Dr. Wesley C. Davis 10:00
- 10:50 Recess
- 11:00 Secretarial Aptitudes Tests, Dr. A. Q. Sartain
- 12:00
- 1:00 Letter and Report Writing and English Review, Mrs. Virginia B. Long
- 2:00 Individual Voice Development, Mr. Porter Crow, or
- Psychology of Personality, Dr. A. Q. Sartain 3:00 Campus Tour

Tuesday—July 15

- 9:00 General Session-"Arkansas" Presiding
 - Address: Dr. J. W. Edgar, State Commissioner of Education "Handbook Preparation"
- 10:00
- 10:50 Recess
- 11:00 Group Meetings
- 12:00 Lunch
- 1:00 Letter and Report Writing and English Review, Mrs. Virginia B. Long
- Individual Voice Development, Mr. Porter Crow, or Psychology of Personality, Dr. A. Q. Sartain 2:00
- 3:00 Campus Tour

Wednesday—July 16

- General Session-"New Mexico" Presiding
 - Address: "Reclaiming Juvenile Delinquents," Mr. Sam Davis
- 10:00 Office Machines Demonstration
- 10:50 Recess
- Group Meetings 11:00
- 12:00 Lunch
 - 1:00 Letter and Report Writing and English Review, Mrs. Virginia B. Long
 - 2:00 Public Speaking, Mr. Porter Crow, or
 - Child Psychology, Dr. G. C. Hoskins
- 3:00 Campus Tour

Thursday—July 17

- 9:00 General Session-"Oklahoma" Presiding
 - Address: "The Secretary's Role in Public Relations," Mr. Leo Allman
- 10:00 Psychological Test, Dr. A. Q. Sartain
- 10:50 Recess
- 11:00 Group Meetings
- 12:00 Lunch
 - 1:00 Letter and Report Writing and English Review, Mrs. Virginia B. Long
 - 2:00 Public Speaking, Mr. Porter Crow, or Child Psychology, Dr. G. C. Hoskins

Friday-July 18

- 9:00 General Session—"Kansas" Presiding
 Address: "Trends in Public School Education," Dr. B. C. Watts
- 10:00 Evaluation of program by Evaluation Committee
- 12:00 Lunch
- 1:00 Letter and Report Writing and English Review, Mrs. Virginia B. Long
- 2:00 Public Speaking, Mr. Porter Crow, or Child Psychology, Dr. G. C. Hoskins

(For additional information or for an Institute brochure, write Mrs. Fannie Billings, 2711 Fairmount, Dallas, Texas, or Miss Patricia A. Cozby, Southern Methodist University, Dallas, Texas.)

July 6-9, Kent, Ohio

The College of Business Administration and the College of Education, Kent State University, in cooperation with the Department of School Secretaries of the Ohio Association of Public School Employees will hold its eighth annual workshop for school secretaries from Sunday evening, July 6, through Wednesday afternoon, July 9. The meetings will be held in the Moulton Hall Music Room at Kent State University. Members of the workshop will be housed on the campus in dormitories at a cost of \$2.00 per night for a single room and \$1.50 per night for a double room. A registration fee of \$5.00 is charged to help finance the workshop, with an additional charge of \$2.00 for the Monday night banquet. Following is the workshop program:

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Sunday, July 6

- 7:00 p.m. Songfest
- 7:15 p.m. "An Album of Personality Portraits"—A Costumed Dramatic Program
 Portraying a Variety of Women
 Mrs. Frederick Karres, Cuyahoga Falls, Ohio

Monday, July 7

- 8:30 a.m. Registration
- 9:00 a.m. Address of Welcome

 Mrs. Alice Makinson, Secretary to the President,
 Kent State University
- 9:15 a.m. Introductions and Announcements

 Miss Gladys Parsons, Chairman, School Secretaries Workshop
- 10:00 a.m. "How Good Are Our Schools?"
 Dean Robert I. White, Kent State University
- 11:30 a.m. Luncheon
- 1:00 p.m. "Professionalization of the School Secretary"

 Miss Edna Atkinson, President, National Association of School Secretaries
- 2:15 p.m. Recess
- 2:30 p.m. "School Reports—Why Their Accuracy Is Important to Your Schools"

 Mr. R. M. Garrison, Director of Elementary and Secondary
 Education in Ohio
- 6:00 p.m. Dinner Meeting at Robin Hood Inn
 Speaker: Robert E. Stockdale, Kent State University: "The Teacher
 Looks At The School Secretary"

Tuesday, July 8

"It Must Be Somewhere"-A Movie and Discussion of the Latest 9:00 a.m. Filing Techniques Mrs. C. E. Tibbetts, Records Consultant, Remington Rand, Inc.,

Cleveland, Ohio

10:00 a.m. Recess

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- "In-Service Training; Then Certification" 10:15 a.m. Dr. Dorothy A. Veon, Pennsylvania State College, State College, Pennsylvania
- Luncheon 11:30 a.m.
- 1:00 p.m. Panel: "Problems of the School Secretary"

Panel Members:

- Miss Bette Briggs, Moderator-Secretary, Ohio School Employes Retirement System
- Dr. Dorothy A. Veon, Faculty Member, Pennsylvania State College, State College, Pa.
- Mrs. Dorothy Kelly, Secretary, Euclid Central School, Euclid, Ohio Mrs. Kathryn Krost, Chief Payroll Clerk, Toledo Board of Education, Toledo, O.
- Mrs. Josephine Horton, Secretary to the Superintendent, Parma Schools, Parma, Ohio.

Wednesday, July 9

- 9:00 a.m. Business Meeting, (To Plan for 1953)
- "How Many Copies Do You Wish, Sir?" 9:15 a.m. Mr. W. R. Johnston, Columbia Ribbon and Carbon Manufacturing Company, Inc.
- 10:15 a.m. Recess
- "History and Experiences of the Better Business Bureau" 10:30 a.m. Mr. Robert W. Hampton, Director of Business Relations, The Better Business Bureau of Akron, Inc.
- Luncheon 11:30 a.m.
- "To Do or Not To Do" 1:00 p.m. Skits by Members of the School Secretaries Workshop
- 2:15 p.m. Presentation of Certificates Miss Louise H. Wheeler, Advisor for the Workshop

For additional information and enrollment blanks, write Miss Louise H. Wheeler, Advisor, School Secretaries Workshop, Department of Secretarial Science, Kent State University, Kent, Ohio.)

IN-SERVICE TRAINING FOR EDUCATIONAL SECRETARIES SPONSORED BY

SECRETARIES ASSOCIATION OF HOUSTON PUBLIC SCHOOLS AND THE

SECRETARIAL ADMINISTRATION DEPARTMENT COLLEGE OF BUSINESS ADMINISTRATION UNIVERSITY OF HOUSTON HOUSTON, TEXAS

DATE: July 21-August 8

TIME: 10-1 (time out for coffee)

COURSE: Secretarial Administration 233

COLLEGE CREDIT: Three hours

TOPICS OF INTEREST

Shorthand Review Reception Techniques Personality Traits and Skills of the Secretary Making YOUR Work Easier and More Interesting! Word Studies and Spelling Review Office Problems of Interest to All

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Mrs. Addie Small P. O. Box 503 University of Houston Houston 4, Texas

Educational leaders have long recogfor in-service training programs for non-teaching personnel. These special Institutes listed above are the secretarial and clerical workers own, tailormade programs. They represent but one of the many phases and types of inservice training programs which can be set up for the educational secretary.

Attend an Institute this summer and nized the value, importance, and need take home with you the ideas and suggestions for a continuing and expandadministrators, faculty members, and ing in-service training program for your school, your city, your county, and your state. Let's step out and up with NANCY NATIONAL!

> Martha S. Luck, Chairman Institute Planning Committee

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PUBLICITY

As this is being written, spring—the season of planting and growth—has already arrived, and summer is not far away. Truly, it is also spring insofar as the National Association of School Secretaries is concerned. Individuals and groups throughout these United States are busy with their own particular kind of planting and cultivating—sowing seeds in the form of ideas and ideals, cultivating their talents and encouraging their colleagues to do likewise.

Why all this hubbub and activity? It came about in part because school administrators, as well as school secretaries themselves, have come to realize the potential role of the well-trained, career secretary in the better schools of tomorrow. Educational policy-makers have come to recognize their responsibility in the training for their secretarial and clerical staff—as far back as 1946 when NASS was made a department of the National Education Association.

To be sure, the planting and cultivating activities of our association have been going on for a number of years. Many more years of activity and growth lie ahead of us before the harvest is attained. The investment now of our time, energy and spirit in the activities of our local, state and national professional organizations will give strength and solidarity to our common efforts.

It would be a pleasure to point out the high spots in programs of the different associations—the fine reports of regional meetings, local workshops, special efforts of co-workers in rendering indispensable service to the schools and the people of the United States—but limited space will not permit doing justice at this time to the many fine news items received. Sincere appreciation is expressed to all who have been most faithful not only in telling of the activities of local groups but also in publicizing the program of the National Association of School Secretaries.

Our association, like most budding plants, thrives on sunshine and light—in our case, it is the sunshine and light of publicity. And here is one place where we can all "shine." Each one of us can play an important part in a publicity campaign to convince secretaries and administrators alike of the importance of our efforts to professionalize our field. Encourage fellow

workers now to become members of their local, state and national associations and to participate in meetings and institutes planned by these groups. We are looking forward to seeing many of you this summer.

Let's accept Nancy's invitation to take together the first three steps toward professionalization:

Step 1—"A professional worker belongs to her professional association."

Step 2—"A professional worker has adequate training and education for her tasks."

Step 3—"A professional worker observes and practices the code of ethics adopted by her group."

Ella Mae Flippen, Chairman Publicity Committee

Vacation is coming up for all of us. We are shopping for clothes and the proper thing to wear. Then before we know it, fall will be coming and the opening of school, and again we shall be shopping. From the Indiana Association of School Secretaries comes the soliloquy that seems appropriate to the shopper, whatever the season.

SHOPPING

One of these days I must go shopping. I am completely out of SELF-RESPECT. I want to exchange SELF-RIGHTEOUS-NESS I picked up the other day for some HUMILITY which they say is less expensive and wears longer. I want to look at some TOLERANCE which is being used for wraps this season. Someone showed me some pretty samples of PEACE. We are a little low on that and one can never have too much of it. And, by the way, I must try to match some PATIENCE that my neighbor wears. It is very becoming to her and I think it might look well on me. I might try on that little garment of LONG-SUFFERING they are displaying. I never thought I wanted to wear it, but I feel myself coming to it. Also, I must not forget to have my SENSE OF APPRECIATION mended, and look around for some inexpensive everyday GOODNESS. It is surprising quickly one's stock is depleted!

I must go shopping TODAY!

-Author Unknown.

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There is little doubt that each secretary who reads this page has been asked to make a talk and wondered where to turn first to get the information. There is a wealth of material in the NATIONAL SECRETARY magazines these last four years,—big names and little names, contributions of busy people in the fields of education and business who have given us the benefits of their experiences and education. Because we think you can use an alphabetized list for quick reference, we are including it in this final issue of the 1951-52 series.

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Bettye R. Wells

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Bettye R. Wells In-Service Training Section Board of Education 450 North Grand Avenue Los Angeles 12, California A and Lon cust edu the ters

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In the midst of making plans to attending summer workshops, we pause to review some of the activities of educational secretaries across the country. It has been an exciting assignment to read the letters and publications from local and state associations, telling of plans and achievements during the past year. We hope that some of the ideas reported in this column have given suggestions to other groups for a new project, a new approach, or a different manner of working out a program.

To all who have furnished material, a hearty "thank you." To those states that have not had items in the column, just send us some news. We want to include YOU!

CALIFORNIA

The first mid-winter conference of the California Association of Educational Office Employees was held in Los Angeles over the Washington's Birthday week-end, with headquarters at the Alexandria Hotel. Of the seventy registered, 33 were from other than Los Angeles school districts—including one from Yuma, Arizona! It was very interesting to learn that most of those from out of the city had their expenses paid by their school districts.

President of the new Association, Elizabeth McKeown of Los Angeles, and other officers were installed at the opening business meeting. Authorization was given Annette Uehling of San Diego, vice-president in charge of in-service training, to proceed with plans for a workshop to be held during the summer of 1953.

Excellent speakers who presented valuable messages at various meetings were Dr. Herbert Popenoe, Administrative Services Branch; Dr. Jessie Graham, Division of Extension and Higher Education

cation; Kenneth Knight, Metropolitan Junior College; Robert Fisher, Director of the Los Angeles Schools Personnel Commission; Glenn McMeeken, Personnel Director, Long Beach Public Schools; and Robert Barnes, Personnel Director for Compton Union High School and Junior College District.

Concluding the activities on Saturday afternoon was an interesting tour of Westchester High School, with teaserved in the delightful social hall of the school.

Los Angeles County

Mary Evans of Norwalk was installed as president of the Los Angeles County School Secretaries Association luncheon held on February 16. Other new officers are Leila Robinson, Downey, Vice-president; Bette Jones, Inglewood, Recording secretary; Sigrid Palm, Mt. San Antonio, Corresponding secretary; Mildred Carr, Santa Monica, Treasurer; Lois Schubert, Arcadia, Frances Ligenfelter, Redondo Beach, and Martha Shir-ley, Hermosa Beach, Executive Board Members. Honored guests at the luncheon were heads of the Business and Finance Divisions of the County Office. Janice W. Murdock, fashion consultant of Long Beach, was speaker for the afternoon; she presented a very amusing and helpful skit which gave many fashion hints. Music was furnished by Mary Allice Stebbins and Ellen Jenkins.

Plans are now being made for the Annual Institute meeting to be held on September 27.

The County NEWSETTE announces the formation of a new organization of Clerical and Secretarial Employees of Schools at the Paramount School District. President of the new group is Helen Fenner. A current project is the assembling and editing of a handbook for the use of school employees.

Long Beach

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An enthusiastic group of school clerks and secretaries recently gathered at the Longfellow School, Long Beach, to discuss the formation of an association of educational secretaries. Feeling that they are well taken care of in such matters as salaries, vacations, and working conditions, the new association will concentrate on professional growth. Members of the organizing committee are Catherine Nagel, Longfellow School; Grace Delene, Burcham School; and Polly Murphy, Naples School.

COLORADO

Pike's Peak Peggy reports on "Pro-fessional Pride" in the February issue of the bulletin of the Colorado Association of Educational Secretaries. Members of the state organization were invited to participate in the study conference for the clerks and secretaries of the Denver Public Schools; members from all parts of the state attended this Third Annual Conference. Frances Taylor and Verna Schrewsbury of Denver were chairmen of the conference; speakers included Dr. Val Wilson, President of Colorado Woman's College; Dr. Leland Corliss, Director of Health Services for the Denver Schools; Mrs. Evelyn Peterson of the Denver May Company; Chaplain McKnight of Fitzsimmons General Hospital; Miss Vym McCoy of the McCoy Studio of Charm; and Mrs. Anna Petteys, Member of the Colorado State Board of Education. A general meeting, a luncheon, a banquet, and round-table discussion groups held the interest of the ninety-six secretaries present.

President Martha Rahe says: "School administrators recognize the importance of well-trained and professionally minded secretaries. A group such as the Colorado Association of Educational Secretaries can do a great deal to improve service and emphasize the need for professional recognition. By your own self-improvement, your help in publicizing the aims of the Association, and your participation in the activities of the Association, strides will be made."

Denver

The January issue of HI-LITES, edited by LaVon Ullery, carries an interesting column called "Myrt, the Clerk"; "Myrt" is a clerk anyone would be glad to have with her time and labor saving hints. Proudly reported is the fact that \$480½ pounds of candy were

sold before Christmas, with a profit of \$963.85 for the association treasury. Rather unusual in secretarial bulletins is a recipe column—the pecan pie recipe would make your mouth water!

ILLINOIS

Kitty Koy of Illinois issued the invitations to her State Meeting on big yellow Easter Eggs that read, "An eggsellent Post-Easter Illinois Association of Educational Secretaries Conference has been called for Friday and Saturday, April 18 and 19, 1952. We are eggspecting you to be present. No eggs-cuse will be eggs-cepted. We begin registration eggs-actly at 4:30 p.m. Friday."

It was a catchy reminder and so the Illinois girls trooped in to the faculty lounge in the Illini Union building on the campus of The University of Illinois at Urbana, and received their individual post-easter egg registration badges. At six o'clock they filed into the ballroom in the same building for their spring banquet which carried the theme of Spring and the post-easter parade of flowers which is a delightful period in the mid-west. Dr. Trump led group singing after dessert and had everyone in a good mood after their long trips and before the serious work began.

At 7:30 the program committee presented "Kitty Koy Kapers", a skit and buzz session on the role of the educational secretary. After this was over Mary Mauk acted as hostess for the coffee hour and get acquainted session until the members began to hunt their rooms at the Inman Hotel over in Champaign. (Urbana and Champaign are twin cities you know.)

Ruth Fincke, secretary to the superintendent of schools in Bellvill is president of the state association. Eileen Miedke, Moline Senior High School, Moline, Illinois collects the dues, and June K. Quint in the Elementary School Office of Rantoul, Illinois made all of the reservations.

The Saturday morning institute presented Filing and Record Keeping by Arno F. Knapper and Elizabeth R. Melson, both assistant professors in secretarial training at the University of Illinois. After this informative discourse the conference was addressed by two more University professors, Chester R. Anderson and Virgil E. Hardner on Modern Trends in Letter Writing.

The luncheon speaker was Vernon L. Nickell, State Superintendent of Public

Instruction. The administrators who accepted invitations from their secretaries were pleased to hear Mr. Nickell's report on "Recent Trends in Education in Illinois." Then came the Spring Carnival Parade as the climax of this successful bi-annual conference.

INDIANA

The Indiana Association of School Secretaries held its annual meeting in Indianapolis, in October, at the Hotel Lincoln. Highlights of the meeting include a report on the Berkeley convention and workshop last summer, a talk by Glenn Overman on "Secretary—by Profession," and a luncheon-lecture, "Talking Through My Hats" by Mrs. J. C. Hirschman. There was also time for a discussion period, with members bringing copies of special blanks and forms used in the various schools.

KENTUCKY

On a Saturday last October, twenty-six secretaries from Western Kentucky schools gathered in Princeton in response to an invitation to attend a luncheon meeting. The meeting was arranged by Mrs. J. D. Stephens, secretary to the superintendent of Princeton City Schools, and its purpose was to acquaint Western Kentucky secretaries with the aims and activities of the newly organized Kentucky Association of School Secretaries and the National Association of School Secretaries.

Elsie Forman, of Barbourville, Chairman of the Kentucky Association, was speaker for the event; she brought an inspirational message on the importance of the educational secretary, and the added importance and benefits to be derived from membership in the KASS and NASS.

Membership in the KASS was increased by twenty, and a Western Kentucky group was formed with plans to meet in March and October of each year.

MAINE

New officers for 1952 of the Maine School Secretaries' Association are June Arbo, Rockland, President; Aline Wilson, Brunswick, Vice-president; Beverly M. Cox, Portland, Secretary; and Marion Eastman, Portland, Treasurer. This group, with a membership of approximately 70, held its sixteenth annual meeting last October. At that time plans were started for the spring get-

together held in March; the group also voted to send a delegate to the Detroit convention of the National Association of School Secretaries.

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An attractive four-page bulletin is issued by the secretary, Beverly Cox, keeping the members informed of association activities.

MICHIGAN

The Eleventh Annual Convention of the Michigan Association of School Secretaries was held in Saginaw on May 2, 3, and 4. A reception was held at the headquarters on Friday evening, and the annual business meeting took place on Saturday morning. "New Trends in Business Letter Writing" was the topic of the luncheon address given by Miss Lyda E. McHenry of Wayne University, who is President of the American Business Writing Association. The afternoon lecture was on "How to Look and Feel Like a Million", given by Mrs. Marjorie Karker, Director of Women's Activities for the Michigan Farm Bureau. "Merry Mich" made an appearance, in person, at the banquet. Dr. T. Luther Purdon, Director of the Bureau of Appointments and Occupational Information, University of Michigan, gave the banquet address; his topic was "Doing the Thing That Counts." The convention ended on Sunday with a luncheon meeting of the new and old board members.

The Executive Board of the MASS recommended that the organization become affiliated with the Michigan Education Association, presenting the following facts to the membership:

"Affiliation with the MEA means advancement in our field.

"Affiliation with the MEA means that all services of the MEA are available to the Michigan Association of School Secretaries as they are to all Teachers' Associations in the State; these services include legal assistance if and when needed, financial remuneration based upon membership, assistance in publishing the MASS NEWSLETTER, etc.

"Affiliation with the MEA means professional recognition of secretaries not only in the state, but in your community.

"Your National Association of School Secretaries is an official department of the National Education Association. Certainly you will agree that it is only fitting and proper that your State Association become an official department of the Michigan Education Association."

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The Spring Conference of the Minnesota Chapter, NASS, was held on May 3 and 4 at Camp Ihduhapi, on Lake Independence. The Camp is sponsored by the Minneapolis YMCA and is an ideal spot for a week-end gathering. This state conferences with recreational opportunities; perhaps other groups will seems to be a new idea for combining want to try it.

The March issue of Minnesota CHA'TER has a very clever crossword puzzle, using names of members, organizations, workshops, and other strictly school secretarial words. Congratulations to B. D., whose initials are in the corner, for this unique bit of entertainment.

MISSOURI

The Second Annual Work Conference of the Missouri Association of School Secretaries was held in Hannibal on April 26 and 27. Opening with an informal reception at the home of Georgia Davis on Friday evening, the real business of the week-end began on Saturday. Sessions were held at the Hannibal High School, with group discussions tak-ing place in the morning; groups were divided according to school offices, board and superintendent's offices, and state department and larger city offices. At the afternoon session Dr. Howard B. Goodrich, President of the Hannibal Board of Education, spoke on "Approaching Your Problems." Speaker for the evening dinner was Dr. L. O. Litle, Superintendent of Schools of Quincy, Illinois; his topic was "Secretaryship: A Career."

On Sunday a tour of Mark Twain's home-town was arranged; included were visits to Riverview Park, the Mark Twain Home and Museum, Home of Becky Thatcher, the Mark Twain Weavers, and the Mark Twain Cave.

Hostesses for the Conference were Betty Rigg, Lavona Kennedy, Imogene Ransdell, Elsa Johnson, Genevieve Arnold, Jean Elder, Shirley Rice, Evelyn Shepherd, and Georgia Davis.

Jefferson City

Officers of the Jefferson City Association of Educational Secretaries for 1952 were installed at the January meeting of the Association; an impressive ceremony was conducted by Eleanor Jones and Ella Mae Flippen. The new officers are: Mary Louise Walther, President; Jennie

Belle Mason, Vice-President; Nellie Smart, Recording secretary; Mardelle Gensky, Corresponding secretary, Reta Burns, Treasurer; Florence Lowery and Ruth Wiser, Executive committee members.

Kansas City

Written by Faye Kehoe Mealy, this unusual report of the Kansas City Workshop appeared in the MISSOURI SCHOOL SECRETARY.

"X marks the spot of the X-cellent Workshop sponsored by the Kansas City Association of School Se-X-utaries. It was held from X-actly 1:30 to 4:30, Friday afternoon, March 7, and from 9:30 to 11:30, Saturday morning, March 8, at the Board Rooms in the Public Library Building.

"In further probing the letter X, we find that the Se-X-utaries felt X-ceptionally fortunate in being able to secure as their main speaker Mrs. Martha Luck, X-ecutive Se-X-utary, University College, Northwestern University.

"The Workshop was a new X-perience for the Kansas City group, this being the first year for such an X-position.

"The proje-X's specific X-pectations were X-pressed as follows: "To give a better understanding of the duties that pertain to the work of the secretaries; to instill in them a desire to work more efficiently, thereby developing pleasure in achievement; and to create a feeling of belonging to the total set-up rather than to an individual task."

"X-ecutives of the various administrative offices X-plained and X-hibited correct procedures—and further X-emplified X-amples of perfe-X-tion.

"X-ercises were given in correct telephone te-X-nique to X-tend good public conne-X-tions.

"Se-X-utaries were X-cused from regular duties in order to be X-posed to the X-pounding of the X-perts.

"The entire X-perimental Workshop was X-tremely X-hilarating.

"The Se-X-utaries were X-onerated from X-tinct methods of doing things, errors were X-tinguished, and fear of wrong-doing X-pelled.

"They have every reason to X-ect good returns—and X-ult in their discovery of perfe-X-tion.

"As an X-tra attra-X-tion, an X-ceptionally fine dinner at the National College of Christian Workers followed the

Friday X-hibition, which Se-X-utaries could enjoy by X-pending \$1.50."

NEW HAMPSHIRE

The Portsmouth secretaries edit the bulletin of the New Hampshire Association and their April issue is a masterpiece of news, educational material, announcements and art work. Jeanette Fortier of Manchester is president of this lively group and she reports "it is encouraging to see our association grow, not only in members, but in interest and enthusiasm. This was very evident in the fine representation at the Regional Conference in Boston this month."

Marion McGlynn of Nashua is recording secretary and she reports that a committee has made advances to the New Hampshire State Teachers' Association concerning a membership arrangement for the secretaries.

At the spring conference in Laconia the superintendent of schools, Rhoden B. Eddy, said "It has been our privilege from time to time to be host for other educational groups, but we feel especially privileged to have the members of your association select Laconia for a meeting place. In our minds there is a of degree only between difference teacher groups and your secretarial group. Indeed, the contribution of the school secretary is as great as the contribution of the teacher. The general well-being of the school system rests to such a large extent in the hands of those who are continually in contact with the administration of the public school system. Your loyalty, interest and effort never have to be asked for. . . . We hope that your meeting will be so successful and pleasant in Laconia, that you will want to come again."

At the fall meeting in Manchester, New Hampshire, Professor Wilbert Pronovost of Boston University gave an interesting and informative talk on "Speech and Public Relations". He described the three purposes of speech as (1) to convey information; (2) to influence behavior; and (3) conversation for mutual enjoyment.

NEW JERSEY

The BULLETIN of the New Jersey Association of School Secretaries carries the following very fine message from Reba Sigafoo, president:

"How often do we stop to think how fortunate we are? One of the reasons for being in this world is to fulfill a need—to serve a purpose. Our purpose is to provide the efficiency for the smooth running of the office routine in the school systems of our State. This is a big slice of responsibility and we must do it well.

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"We can be justly proud of being a spoke in the wheel that forms our educational program, one of the most important parts of our country's functions. Not only do we need to provide a pleasant, courteous atmosphere in the office for the 'boss', but, for the teaching staff, school administrators, State Department officials, parents and pupils. Of course we are important! We are important to all of these people, and, for that reason, we must use every opportunity to improve 'us' to make educational programs what we know they must be.

"We are a professional group, and we must continue to strive to increase the value of our profession and ourselves.

"It is gratifying to know that the number of school secretaries, who have this in mind, is continuing to increase. Yes, we are growing. Our number is increasing, our feeling of unity in our own group is becoming stronger. More of us are realizing the benefits received from attending the programs which are planned for us and the fellowship with the others in our Association. This is such a grand group, so,-let's take advantage of these opportunities. There is so much to be gained. Be sure you attend at least one of the workshops. You'll enjoy the program, and it will be such a pleasure to be with your friends and to make new ones in your own organization.

"There is so much satisfaction in being a school secretary—why not make everyone else happy that you are one, the very best one you can possibly be."

The March issue of the BULLETIN announces the arrival of "Julie Jersey" and reports that Dr. Glen Snow sang her praises at a recent convention in the following terms:

"Who, to the caller acts as host And butters them like golden toast Who sets the stage so time means most?

THE SECRETARY

"Who, when the board is feeling tough
And bats a pet dream in the rough,
Who perks us up, out of a huff—?

THE SECRETARY

Oh gal with hair of gray or gold

Of brown or red—tall, young, or old,
I'll sing your praises till I'm old—

THE SECRETARY

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The NEW MEXICO SECRETARY is trying a different scheme—it is edited each month by a different county chairman. The "happy new year" issue, edited by Barbara Spradling, contained the following resolution: "To be a better secretary in 1952 by:

Paying more attention to details; Always being truthful, loyal, and trustworthy;

Improving my appearance;

Enlarging my vocabulary;

Cultivating a more attractive voice; Remembering that, outside the office, 'silence is golden' when it comes to business affairs;

Being a better housekeeper."

NORTH CAROLINA

With over one hundred members, the North Carolina Association of Educational Secretaries held its first annual meeting on March 14 and 15 in Chapel Hill. Items of business included the adoption of a constitution, election of officers, and recognition by the NCEA as a department. Theme of the weekend was "The Educational Secretary-Professionalization", and the schedule included business sessions, a banquet, informal "get-acquainted" periods, a visit to the Planetarium, and general sessions. Speakers for the general sessions were Dr. I. G. Greer, Executive Secretary of the Business Foundation, UNC, and Mr. A. B. Gibson, President of the North Carolina Education Association. Banquet speaker was Dr. R. B. House, Chancellor and Vice-President of the University of North Carolina.

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Summit County

Thanks to Gladys A. Parsons of Hudson for sending the names of officers of the Summit County School Secretaries Association: President, Marilyn Runyeon; Vice-president, Bella Kauffman; Secretary-treasurer, Mildred Minier; Historian, Florence Ritter.

Among the activities of the group this year were a covered dish dinner honoring one of the members who left for California, and a luncheon meeting in Akron.

OREGON

Carried out entirely in legend style, the Oregon Charter Pow-wow was held on the Multnomah Reservation following the Regional Conference in Portland on March 16. State tribal leaders were chosen as follows: For recording signs and symbols, Muriel Souza, Bethel; for the keeper of the wampum, Gloria Jirel, Corvallis; for sending smoke signals, Grace Fullerton, Portland; for vicecouncil leader, Josephine Reginato, Klamath Falls; for council leader, Charlotte Parr. Eugene. To represent the tribe at large in sections of the Oregon Country: East of the Cascade Mountain Slopes with prairies spreading far and wide, Maxine Keller, Pendleton; Southern Section from the shores of the Pacific to the Klamath Reservation, Donna Mae Gleeson, Coos Bay; Wil-lamette Valley and Northwest area from the snow peaks of the Cascades to the white-capped ocean waves, Loretta Isom, Salem; the wigwam area of Multnomah, Grace Mackie, Portland.

Speeding the tribe on its way was the Great Chieftain of the OEA, Cecil Posey, who told the gathered "warrior-esses" of "Heap Much Opportunity."

Eugene

Administrative Office secretaries were hostesses for the January meeting of the Eugene Association of Educational Secretaries. Mr. Tom Powers, Superintendent of Bethel Schools, spoke on "What Superintendents and Principals Expect of Their Secretaries." In addition to the mechanical skills required, according to Mr. Powers, secretaries should be courteous, just, have a knowledge of public relations, know what is private and keep it that way, be a screen for their bosses, be gracious, never gossip, always be loyal, and be good listeners.

The second birthday of the local association was celebrated with a "Boss Night" party in April at Clear Lake School.

Portland

The members of the Portland Elementary School Secretaries Association and the Portland High School Secretaries Association can relax in the knowledge that their efforts in planning for the regional conference were highly successful. Under the direction of president Grace Fullerton, the elementary group was hostess for the open house on Friday evening; Dorothy Cary, president of the high school organization, and her

committee were responsible for special music at several of the events.

PENNSYLVANIA

An interesting column in the March NEWSLETTER of the Pennsylvania State Association of School Secretaries recounts the formation of the organization in 1937. The same page lists the 1951-52 membership as 321—including 24 men! Membership from Pennsylvania in the National Association totaled 203. Nancy wishes that all of her cousins would support her to the same degree.

Plans are now being made for the state meeting to be held in October, probably in the central or eastern part of the state.

The Mid-Western Group of the PSAAS is asking permission to meet as a round-table group of the Pennsylvania State Education Association at the Mid-Western Education Conference in New Castle at its scheduled meetings on October 3.

Pittsburgh

The Annual Conference of Public School Secretaries, held in connection with the Western Pennsylvania Education Conference last fell was attended by 135 school secretaries. The meeting was sponsored jointly by the School Secretaries Association of Pittsburgh and PSASS. Guest speaker for the luncheon was Mrs. Vickey Corey, Education Director of Radio Station KDKA, whose topic was "World-with Troubled Background." Secretaries were handed passports as they entered the dining room, directing them to tables representing various European coutries. For each table an appropriate centerpiece had been designed by high school art students; around the centerpiece were grouped dolls dressed in the costume of the country represented.

Uniontown

The Fayette County Educational Secretaries Association was organized last November, with approximately twenty-five attending the first meeting. Plans were made to hold six meetings during the year. The following officers were elected: President, Pauline M. Petish; Vice-president, Elsie Cupelli; Secretary, Charlotte Piovarchy; Treasurer, Irene LeClair; Executive committee, Shirley Wydra and Bertha Kirlik.

New Castle

Twenty clerks and secretaries of the New Castle School District have formed a new organization with officers as listed: President, Florence Haug; Vicepresident, Margaret Zimmerly; Secretary, Dorothy Depp; Treasurefr, Geraldine Fry. Miss Zimmerly will automatically become president for the 1952-53 school year.

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School nurses were guests of the secretaries at a dinner in December, which was followed by entertainment at a local minstrel show.

Aliquippa

Activities of the Aliquippa Group for this year have included a picnic at the Racoon State Park, a Halloween Party at the New Sheffield School, and a Christmas Party at Barr's Hotel; two boxes were filled for the American Red Cross "Christmas on the High Seas" project. This group of eighteen (including one man) is headed by Anna Miller, who is also president of the State association.

Philadelphia

On November 8, the Philadelphia School System held an all-day conference, with schools being closed so that the entire educational personnel could participate. The school secretaries had their own area, with panel discussion and general meetings. This first all-day conference was a complete success and the secretaries were happy to have the opportunity to take part. Through the Division of School Extension, a "brush-up" course in stenography and typing was offered last fall for the convenience of those girls preparing to take the examination for school secretary.

WISCONSIN

Milwaukee

The Milwatikee School Secretaries' Association held a "Hawaiian Night" party in: April. Held at the Elks' Club, a tempting buffet supper was served followed by a program which included an illustrated talk on Hawaii. Miss Hanae Higa, exchange teacher from Halaula, showed slides of the Islands; a male quartette furnished native music, and the hula was performed by a young lady from Hawaii.

Plans are developing for a Saturday morning "brunch" in June; installation of newly elected officers will take place at this event.

PERSONALITIES

For publicity in educational magazines for school secretaries, to Missouri and Minnesota go the grand awards.

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The MISSOURI SCHOOLS, May 1952, gives a double page layout to the school secretary, leading the article with "School administrators will readily agree that the secretary is at the very center of the school. Efficient secretarial assistance is vital to the proper operation of the school program. . ." Pictured in this article are secretaries in the State Department of Education in Jefferson City—Mary Louise Walther, Mrs. Hazel McDonald, Eleanor Jones, Mrs. Monta Schott, Dorothy Scheperle, Mrs. Louis Walton, and Mrs. Ella Mae Flippen.

In the February 1952 issue of JOUR-NAL OF EDUCATION, the official organ of the Minnesota Education Association, Miss Rosalia R. Reichert of Long Prairie, the school secretary in "At the Center of the School", is featured. On the cover and in a double page spread within Rosalia and other secretaries—Ethel Holdridge and Grace C. Stephenson, are told about in word and picture. Congratulations to you who have done such an excellent job that your work is featured.

And congratulations, too, to Minnesota and Missouri for leading out among the educational magazines in giving publicity to the school secretary and the national association.

Julie Jersey is a new cousin. Plan to meet her at Detroit this summer.

FRIENDS

As we grow older, the thing that becomes more and more clear to us is the importance of friendships, and one can conceive of no greater satisfaction than that of conducting himself in such a fashion that he may constantly add to his list of friends, and thereby obtain a fuller measure of life. To live for the

most there is in life must mean that we cannot live to ourselves alone. If we wish real success we must work and build together.

Author Unknown

Winter Issue Massachusetts Association School Secretaries.

The distance on life's journey is marked not by the number of leaves torn from the calendar, but by the number of good deeds done.

. .

Michigan Newsletter.

When the music has ended And the rose has gone— Like thoughts of a loved one, Their memory lingers on.

Massachusetts Newsletter.

Your sole contribution to the sum of things is yourself.—Frank Crane in Hubbard's SCRAPBOOK.

Happiness grows at our own firesides, and is not to be picked in stranger's gardens.—Douglas Jerrold in Hubbard's SCRAPBOOK.

The school bell is about to ring; the boys and girls squeal with delight as they rush for the door and summer's freedom from books. The welcome vacation for the school secretary for a few weeks will be a more quiet place to work and fewer interruptions,—an opportunity to plan some of the schedules for next fall!

Before we realize it time will be here for a trip. Of course you plan to attend the national convention in Detroit and some one of the institutes. See you there.

It has been fun acting as ear, eye and fingers for Nancy this year. A happy summer to each of you.

Ye Assistant Editor.

DENVER GIVES RECOGNITION

Last September the secretaries in Denver, Colorado, received that encouragement and recognition that all school secretaries and employees in educational offices long for and hope to achieve. Mr. Newell B. Walters, Executive Secretary of The Denver School Employees' Council reported the following: "Our Board of Education has established the policy of making possible the attendance at national meetings by employees of the Denver Public Schools in order—

To improve the instruction in the Denver Public Schools through first-hand observation of other techniques and methods; to maintain proper perspective of our own program of instruction; to receive and share instruction.

To cooperate in the efforts and services of similar groups throughout the country, and

To distribute opportunities and responsibilities among as many employees as possible.

For the purpose of this policy, a professional meeting has been defined as a convention or a conference of an organization, whose principal business is education or meetings which help to carry on the administration of education.

The policy makes available full expenses and/or partial expense allowances for employees of all classifications.

In order that intelligent planning for participation in these national meetings may be possible, our office is setting up a directory in which time, place, and programs of the meetings of National organizations can be found. We would like all information pertaining to membership, purposes, publications, and the like, of national organizations."

Local and State Chapter Présidents:

Barbara Jeffers, Third Vice-President and Chairman of the Elections Committee, sends a sincere "thank you" for the response you gave to her appeal for suggestions for the new national officers. The results of the election are not available as this issue goes to press, but they will be announced at the convention in June.

Purdue University was among the very first to recognize the importance of an Institute for School Secretaries. And out of the past comes many a fond memory of the Campus.

Tact is the ability to lift ones eyebrows instead of the roof. 19

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Will power is the ability to eat one peanut.

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LIFE MEMBERSHIP

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A reminder is given of the plan for Life Membership as recommended by the committee appointed at the Executive Board Meeting held in Chicago in July, 1947 and further developed at the meeting in Cleveland in July 1948. We reprint the findings of the Committee as published in the February 1948 issue.

"Since 'life membership is a symbol of permanent interest in and loyalty to the profession,' we suggest that the following amendment to the By-Laws be presented by the Executive Board for action by the membership at the July, 1948, annual meeting:

"A member in good standing for more than two consecutive years shall be eligible for life membership upon payment of twenty-five dollars in full, or ten dollars down and three annual installments of five dollars each. A life member shall be entitled to all the privileges of an active member.

"The Committee feels that the life membership fees should be disassociated from the regular memberships and it suggests that provision be made whereby they be earmarked and invested. This arrangement would guarantee that they continue to render service to the profession permanently.

"Twenty-five dollars represents continuous membership for twelve and one-half years and the deferred payment plan makes life membership possible for every school secretary.

"It is further suggested that a special emblem and membership card be issued to life members.

"Favorable action on this amendment is imperative because of the growing financial needs of the Association necessary to carry on the varied activities and services.

Constance K. Cowardin Virginia A. Halsey Louise H. Nelson Betty Zimmerman, Chairman"

The Committee is continuing to work this year, with the assistance of Eleanor Dearden, and will present a suggested emblem, pin, or insignia at the meeting this summer.

MEMBERSHIP CHAIRMEN-1951-1952

Alabama-Miss Mary Carroll, Box 373, Dotham

Arizona-Grace Whipple, 360 E. Virginia St., Phoenix

Arkansas-Mrs. Catherine Yates, West Side Junior High School, Little Rock

California—Miss Dorothy Jean Bayne, San Diego Vocational School, 835—12th St., San Diego

Colorado-Mrs. Shirley Yetter, Byers Junior High School, Denver

Connecticut-Miss Barbara Jeffers, Henry Barnard Junior High School, Hartford, 3

Delaware Mrs. Helen W. Kirkley, School Administration Building, Wilmington 5

District of Columbia—Miss Mary Biro, Sousa Junior High School, Washington

Florida-Miss Marnee Williams, Riverview Elementary School, Jacksonville

Georgia-Mrs. Erma Smith, Charlton County Schools, Folkston

Hawaii-Mrs. Hatsue Abe, Hilo Intermediate School, Hilo

Idaho-Miss Echo Dell Parkin, Class A. School District No. Twenty-Five, Pocatello

Illinois Miss Eileen Miedke, Moline Senior High School, 1001 16th Street, Moline

Indiana-Miss Alma Cripe, Beech Grove Public Schools, Beech Grove

lowa-Miss Wilda M. Johnson, Perry Public Schools, Perry

Kansas-Mrs. Dorothy Sproul, Stephens Hays Public Schools, Hays

Kentucky-Miss Elsie Forman, Box 444, Barbourville

Louisiana-Mrs. Josephine Capelton, 3240 Law Street, New Orleans

Maine-Mrs. Omaha C. Snipe, 17 Marshall Avenue, Bath

Maryland-

Massachusetts—Miss Elisabeth Stevens, Southern High School, Baltimore 30, Massachusetts

Michigan—Mrs. Irene Washburn, Jackson Public Schools, 132 W. Washington Avenue, Jackson

Minnesota—Miss Grace C. Stephenson, Secretary to Superintendent, Forest Lake Consolidated Schools, Forest Lake

Mississippi-Mrs. Birdie Smith, State Department of Education, Jackson

Missouri-Mrs. Bessie Ploesser, Hale Cook School, 7302 Penn St., Kansas City

Montana-Miss Amy Pound-312 Fifth Ave., N., Lewistown

Nebraska-Miss Dorothy Beever, Lincoln High School, Lincoln

New Hampshire-Miss Theresa Therriault, 12 Wood Street, Nashua

New Jersey-Miss Anna M. Gloor, Clifford Scott High School, East Orange

New Mexico-Edith M. Search, Secy. to Superintendent, Lovington

New York-Miss Isabel Paddock, 7 Grand Street, Warwick

Nevada—Mrs. Teresa Dwyer Hubbell, Las Vegas Union School District, Las Vegas North Carolina—Mrs. Pauline T. Helms, Secretary to School Superintendent,

North Dakota-

Ohio—Mrs. Florence H. Balshaw, Akron Public Schools, 70 North Broadway, Akron Oklahoma—Miss Mary Thacker, Oklahoma City Public Schools, 400 North Walnut Street, Oklahoma City 4

Oregon—Miss Charlotte Parr, Secretary to Superintendent of Schools, Eugene Pennsylvania—Miss Mildred Byerly, Shamokin Public Schools, Shamokin

Rhode Island-Miss Ruth A. Coffey, Providence College, Providence

South Carolina—Miss Doris Nauful, City Public Schools, 1311 Marion St., Columbia, 1, S.C.

South Dakota-

Tennessee

Texas-Mrs. Fannie Billings, 2711 Fairmount Avenue, Dallas

Utah-Mrs. Marie Benson, Snow College, Ephraim

Vermont-Miss Eleanor Jackson, Springfield Public Schools, Springfield

Virginia-Mrs. Elsie Knowles, Page County Public Schools, Luray

Washington-Mrs. Amy Stach, Ellison Junior High School, Wenatchee

West Virginia-Miss Margaret Hopewood, Mannington High School, Mannington

Wisconsin-Miss Marion Kennedy, Vocational School, Madison

Wyoming-Mrs. Dorothy Rudd, Powell Public Schools, Powell

Canada-Miss Josephine Fletcher, Earl Grey School, Winnipeg, Canada

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